

Pre-Retirement Checklist

5+
 years

- Set up a MemberDirect account.
- Attend a SBCERA Mid-Career Seminar.
- Review and/or update your SBCERA beneficiary information.
- Initiate any service credit purchase contracts so that you have time to pay them off.
- Review your Annual Member Statement within MemberDirect.
- Submit divorce documentation if applicable.

3
 years

- Attend a SBCERA Pre-Retirement Seminar.
- Contact your deferred compensation representative to discuss your options.
- Speak with your family and beneficiaries about your plans for retirement.
- Gather or order all of the documents you will need for retirement:
 - Your original or certified Birth Certificate
 - Your spouse's or domestic partner's original or certified Birth Certificate
 - Certified marriage license or domestic partnership registration

2
 years

- Consider possible effective dates for retirement.
- Request benefit estimates or calculate your own through MemberDirect.
- Try living on your anticipated retirement income for two consecutive months.
- Initiate or try to complete any remaining service credit purchase contracts.
- Submit all of the documents you need for retirement if you haven't already.
- Tier I Members: plan any leave cash outs you may be entitled to that will maximize your Final Average Compensation (see your MOU).

1
 year

- Update your SBCERA beneficiary information, if necessary.
- Narrow down your prospective retirement effective dates.
- Price and compare medical coverage and/or employer medical options.
- Contact your deferred compensation representative.

6
 months

- Update your SBCERA beneficiary information, if necessary.
- Select your retirement effective date.
- Narrow down your medical coverage options and speak to your employer if applicable.
- Submit all of the documents you need for retirement if you haven't already.

2-3
 months

- Update your SBCERA beneficiary information, if necessary.
- Make an appointment with your deferred compensation representative.
- Discuss with your beneficiary which retirement option you are considering and what that means for them.
- Inform your employer of your selected retirement effective date.
- Request an updated benefit estimate.
- Schedule and attend an appointment with your SBCERA Retirement Specialist.
- File your application for retirement benefits with SBCERA.

Post
 retirement

- Update your address and/or banking information as needed to be sure we have current information.
- Update your Tax Withholding Election form as needed.

Enjoy Retirement